

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # **2016-066** **Issue Date:** **04-12-16** **Closing Date:** **04-26-16**

Compliance Program Coordinator
Domestic Violence Compliance Program
Department of Justice Services
Hourly Wage: \$21.50/Regular/Full-Time

The Coordinator of the DV Compliance Program takes the lead in providing case management and education to perpetrators of domestic violence, teen dating violence, sexual assault and stalking in the Yakama Nation Tribal Community. Provides education, counseling, and group facilitation efforts to eliminate the batterer's abuse behavior and to break the cycles of domestic violence by education for domestic violence perpetrators to include power and control behavior rather than the narrow definition of physical abuse behaviors only.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation personnel Policies and administrative policies and procedures.
- Knowledge, skill, and ability to seek, write, and maintain requirements of grants/contracts.
- Knowledge of the Revised Yakama Code (RYC) and experience and/or understanding of the court and criminal justice system.
- Ability to display a high standard of ethical conduct, understanding the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.
- Ability to display a high level of effort and commitment towards performing work and demonstrates responsible behavior.
- Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.
- Ability to learn from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.
- Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.
- Ability to use correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.
- Ability to quickly adapt to changes.
- Ability to use machines, tools, instruments, and/or equipment effectively and use computer applications to analyze and communicate information in the appropriate format.
- Ability to use correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situation and uses appropriate body language.
- Ability to recall information that has been presented previously.
- Ability to discover or select rules, principles, or relationships between facts and other information.
- Sets well-defined and realistic career goals, monitors progress and is motivated to achieve goals while managing own time, and deals with stress effectively.
- Encourages and facilitates cooperation, pride, trust, group identity, fosters commitment and team spirit, and works well with others to achieve goals.
- Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.
- Identifies specific goals and obstacles to achieving those goals, generates alternatives, considers risk, and evaluates and chooses the best alternative in order to make determination, draw conclusions, or solve a problem.
- Works with customer to assess needs, provide assistance, and resolve problems.
- Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.
- Ability to organize work set priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcome.
- Knowledge and ability to apply Yakama cultures and traditions when appropriate.

Special Requirements:

- Required to pass pre-employment drug and alcohol test.
- Required to pass a criminal background check. Must not have any felony convictions. Must not have any misdemeanor convictions one year prior to hire.
- Must maintain good attendance, and upon request, provide a statement from previous employer(s).
- Must possess and maintain a valid WA State Driver License and be insurable through the YN Tribal Insurance throughout employment.
- Must be at least 21 years of age and of good moral character.
- Must maintain and uphold professional and ethical standards, which includes (but not limited to) confidentiality.
- Yakama Enrolled Preference.